



भारत सरकार
GOVERNMENT OF INDIA
कार्यालय, प्रधान मुख्य आयकर आयुक्त, मुंबई
OFFICE OF THE

PRINCIPAL CHIEF COMMISSIONER OF INCOME TAX, MUMBAI

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F. No. Pr.CCIT/ Mum/ HQ/Admin/T&P/Sr.PS & PS/2024-25/125

Date 13/06/2024

Annual General Transfer Order No. 1 of 2024-25

The following Postings in the grade of **Sr. Private Secretary** and **Private Secretary** are hereby ordered with immediate effect and until further orders:

Sl. No.	Name (Mrs/Mr)	Grade	EMP ID	From	To
1	Aarti Kamlesh Khemani	Sr.PS	132390	CIT(Appeals), Unit-05	CIT(DR)(IBS)-V
2	Asha Bhargavan	Sr.PS	132093	ADG(Vigilance)(WZ)	Pr.CIT(AU)-16
3	Chitra Ravichandar	Sr.PS	107326	CIT(Appeals), Unit-37	Pr.CIT(Central)-02
4	Elizabeth Cherian	Sr.PS	110841	Pr.CIT(AU)-07	Pr.CIT-41
5	Gladys Dcosta	Sr.PS	105860	Pr.CIT-08	CIT(Appeals), Unit-09
6	Gopal Ramdas Dharmik	Sr.PS	147488	CIT(Appeals), Unit-09	DIT(I&CI)
7	Joaquim Raymond Silveira	Sr.PS	121830	Pr.CIT-41	CIT(TP)-01
8	Jyoti Mukesh Agarwal	Sr.PS	103667	CIT DR(ITAT) Admn.	CIT(Appeals), Unit-35
9	Koodachil Sheela Muraleedharan	Sr.PS	107225	CIT DR(ITAT) Admn.	CIT(A)-48

13/06/24

Sl. No.	Name (Mrs/Mr)	Grade	EMP ID	From	To
10	Lathika Deepak	Sr.PS	104296	CIT(Appeals), Unit-03	Pr.DIT(Inv.)-01
11	Leelavathi Shashikant Shetty	Sr.PS	121323	CIT(Appeals), Unit-24	CIT(Appeals), Unit-25
12	Leena Shashi Kurup	Sr.PS	104351	CIT(DRP)-03	CCIT(TDS)
13	Madhuri Lankesh Lale	Sr.PS	149017	Pr.CIT(AU)-16	CCIT-08
14	Preeta Ajay Menon	Sr.PS	119483	Pr.CIT-20	CIT(IT)-02
15	Rajesh Prabhakar Dhanvijay	Sr.PS	104482	CIT(IT)-04	CIT(IT)-01
16	Sheela Kunhiraman	Sr.PS	142504	CIT(A)-48	CIT(Appeals), Unit-12
17	Shirley Mathew	Sr.PS	103987	Pr.DIT(Inv.)-02	ADG(Vigilance)(WZ)
18	Usha Dinesh	Sr.PS	143799	CCIT-07	Pr.CIT(AU)-07
19	Vishal Niranjan Dhanvijay	Sr.PS	110544	Pr.DIT(Inv.)-01	CIT(Appeals), Unit-10
20	Beena Balan	PS	104741	CIT(TP)-01	CCIT-07
21	Indu Jayaraman Nair	PS	121052	CIT(TP)-02	CIT(A)-49
22	Kavitha Sasidharan Menon	PS	104352	CIT(DR)(IBS)-V	CIT DR(ITAT) Admn.
23	Pratiksha Prasad Khare	PS	103668	DIT(I&CI)	Pr.DIT(Inv.)-02
24	Reeya Prashant Murkar	PS	121988	CIT(Appeals), Unit-35	Pr.CIT-08
25	Satheesan P.M.	PS	122188	CCIT(TDS)	CIT DR(ITAT) Admn.

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Sl. No.	Name (Mrs/Mr)	Grade	EMP ID	From	To
26	Seema Sathyan	PS	122538	Pr.CIT(Central)-02	CIT(Appeals), Unit-17
27	Siji Manoj	PS	145606	CIT(IT)-02	CIT(TP)-02
28	Sobha Rajendran	PS	146432	CCIT-08	Pr.CIT-20
29	Sumam Premkumaran	PS	104349	CIT(Appeals), Unit-25	CIT(Appeals), Unit-24

2. Further, the following officers in the grade of **Sr. Private Secretary** and **Private Secretary** as in Column No. 02 are hereby assigned the additional charges, as in Column No. 06, over and above the substantive charge and additional charge(s), if any being held as on date, **with immediate effect** and until further orders:

S.N.	NAME	Grade	EMP ID	SUBSTANTIVE CHARGE	ADDL. CHARGE
1	2	3	4	5	6
1	Jyoti Mukesh Agarwal	Sr.PS	103667	CIT(Appeals), Unit-35	CIT(Appeals), Unit-37
2	Rajesh Prabhakar Dhanvijay	Sr.PS	104482	CIT(IT)-01	CIT(IT)-04
3	Haresh Kishinchand Setpal	PS	113848	CIT(Appeals), Unit-08	CIT(Appeals), Unit-05
4	Kavitha Sasidharan Menon	PS	104352	CIT(DR)(IBS)-V	CIT(DR)(IBS)-VI
5	Leela Ramnath Nayak	PS	146995	CIT(DRP)-01	CIT(DRP)-03
6	Sudeepta Unnikrishnan Warriar	PS	149928	CIT(Appeals), Unit-04	CIT(Appeals), Unit-03

3. Smt. Seema Sathyan, [EMP ID 122538] Private Secretary is hereby posted on 'Loan' basis to the Board of Advance Ruling –III, Mumbai with immediate effect and until further orders. She will continue to work in the Board for Advance Ruling – III, Mumbai while discharging her duty in the office of CIT(Appeals), Unit-17, Mumbai.


13/06/24

4. All the transferred officers shall be relieved from their present posts by 28/06/2024 under intimation to this office. Respective DDOs are directed not to draw the salary of the transferred officers after the end of this month without explicit approval of this office.
5. Respective Chief Commissioners of Income Tax / Principal Commissioners of Income Tax / Principal Directors of Income Tax / Commissioners of Income Tax / Directors of Income Tax are hereby requested to furnish a compliance report with regard to the relieving, joining of the above officers.
6. With this order, all the representations received till date stand disposed off. Any further representations, if made by the officer will only be considered after the officer joins in his/her respective charge.
7. The officer assigned to hold additional charge or posted on 'Loan' basis shall not be eligible for any claim to additional remuneration under the provision of FR-49.
8. This issues with the approval of the Pr.CCIT, Mumbai. Hindi version Shall follow.

- s.d-
(VINAY SINHA)

Commissioner of Income Tax (Admin. & TPS)
Mumbai

Copy to:-

- 1) All Chief Commissioners of Income Tax, Mumbai.
- 2) All Principal Commissioners/Principal Directors of Income Tax, Mumbai.
- 3) All Commissioners/Directors of Income Tax, Mumbai.
- 4) Additional Director General(Vigilance) West Zone, Mumbai.
- 5) Additional Director General(DTRTI), Mumbai.
- 6) Addl. CsIT(Personnel/Co-ord/Projects & TPS/Vigilance/Systems/CO), Mumbai.
- 7) ITO(Pay & Accounts)/ZAO, Mumbai.
- 8) Officers Concerned.
- 9) Nodal officer, Aayakar Kutumb, Mumbai
- 10) DD(OL), Hindi Cell, Mumbai.
- 11) Guard file.

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(ANAND RAJ)

Deputy Commissioner of Income Tax (HQ) Admin.
For Pr. Chief Commissioner of Income Tax
Mumbai